

Instruction Sheet for Promotion Recommendation Form

Some entries, those with numeric superscripts, need special care in information that is supplied on this form. The following guidelines should be followed in completing those items.

1. If application for this promotion was made previously indicate year(s) of application.
2. Years of credit for purposes of promotion to the next rank can be awarded as part of the employment contract at USM. If you were awarded any years of credit toward promotion when you were hired at USM, you must present documents with your dossier to verify the number of years awarded.
3. The years you have served at your present rank at USM through August 19, 2009, is the information sought here.
4. For purposes of years at present rank applicable to promotion you will include the years of service up to August 19, 2009, years of credit and also the academic year 2009-2010 since much of this academic year will be included in the promotion review process.
 - *If total years of service for promotion are less than five, then review letters at the departmental level and candidate introductory letter should address the fact that this is early promotion and supporting documentation for promotion should specifically point to those areas of accomplishment that merit consideration for early promotion.*
5. Each reviewing body should check yes or no for recommend.
 - *If no clear decision could be reached by a committee, then a note should be made to that effect and explained in supporting narrative from this committee.*
6. A separate letter from all reviewing bodies should clearly spell out the review criteria used in the evaluation, detail the vote to include yes, no, abstain and recuse votes with explanations for recusal and how any absentee votes were taken. In addition, a narrative should be attached that clearly supports the vote count and the final recommendation. All of these supporting documents must be placed immediately after this form.
7. Evaluations are completed by the College Advisory Committee and University Advisory Committee prior to that of Dean and Provost, respectively. These two committees will then forward, simultaneously, their letters of vote count and narrative recommendation justification to their respective Dean or Provost and the candidate.
8. The signatures and dates are an indication that the review process has been completed at each level. The date of candidate notification does not need to match the date of review completion.